

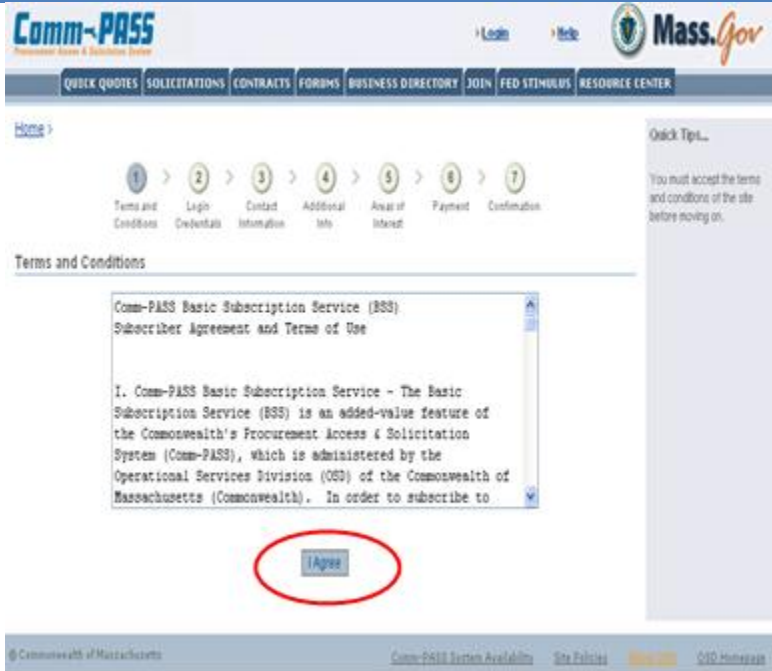



Job Aid: How to Subscribe to SmartBid

Step	Screenshot	Directions
1		Select the Join tab.
2		Select the Subscribe button in the Vendors – Join section.

Job Aid: How to Subscribe to SmartBid

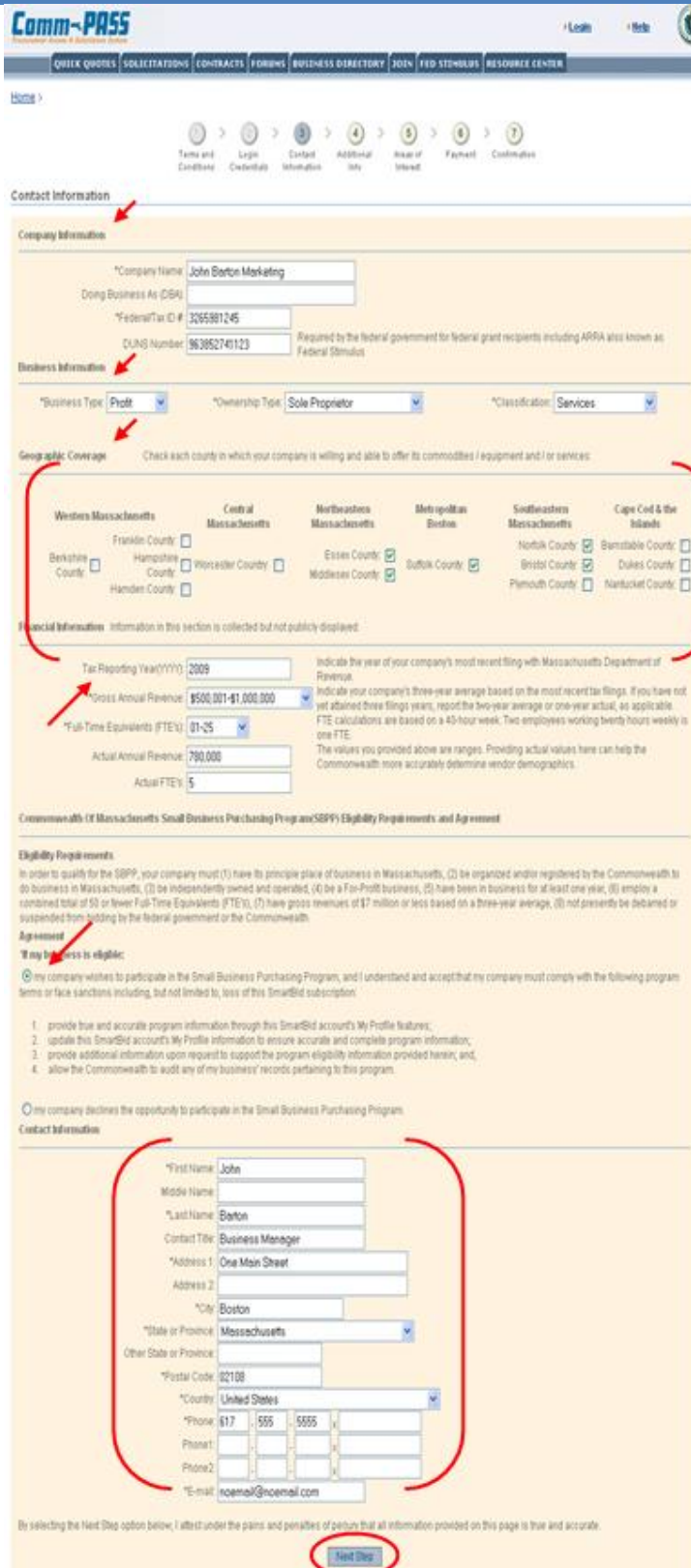
Step	Screenshot	Directions
3		<p>Read the Terms and Conditions.</p> <p>Select the I Agree button.</p>
4		<p>Enter a Login ID and Password.</p> <p>Select a Security question and Answer.</p>

Job Aid: How to Subscribe to SmartBid

Step

Screenshot

Directions



Comm-PASS
Massachusetts Small Business Purchasing Program

QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED. STIMULUS RESOURCE CENTER

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1 Terms and Conditions 2 Login Credentials 3 Contact Information 4 Additional Info 5 Issue or Interest 6 Payment 7 Confirmation

Contact Information

Company Information

*Company Name: John Barton Marketing
Doing Business As (DBA):
*Federal Tax ID #: 325581245
DUNS Number: 963852741123
Required by the federal government for federal grant recipients including APRA also known as Federal Stimulus

Business Information

*Business Type: Profit *Ownership Type: Sole Proprietor *Classification: Services

Geographic Coverage Check each county in which your company is willing and able to offer its commodities / equipment and / or services

Western Massachusetts	Central Massachusetts	Northeastern Massachusetts	Metropolitan Boston	Southeastern Massachusetts	Cape Cod & the Islands
Berkshire County <input type="checkbox"/>	Franklin County <input type="checkbox"/>	Essex County <input checked="" type="checkbox"/>	Norfolk County <input checked="" type="checkbox"/>	Barnstable County <input type="checkbox"/>	
Worcester County <input type="checkbox"/>	Hampshire County <input type="checkbox"/>	Middlesex County <input checked="" type="checkbox"/>	Bristol County <input checked="" type="checkbox"/>	Dukes County <input type="checkbox"/>	
Hampden County <input type="checkbox"/>	Worcester County <input type="checkbox"/>		Plymouth County <input type="checkbox"/>	Nantucket County <input type="checkbox"/>	

Financial Information Information in this section is collected but not publicly displayed

Tax Reporting Year (YYY): 2009
Gross Annual Revenue: \$500,001-\$1,000,000
*Full-Time Equivalents (FTE): 01-25
Actual Annual Revenue: 790,000
Actual FTE: 5

Indicate the year of your company's most recent filing with Massachusetts Department of Revenue.
Indicate your company's three-year average based on the most recent tax filings. If you have not yet obtained three filings years, report the two-year average or one-year actual, as applicable.
FTE calculations are based on a 40-hour week. Two employees working twenty hours weekly is one FTE.
The values you provided above are ranges. Providing actual values here can help the Commonwealth more accurately determine vendor demographics.

Commonwealth of Massachusetts Small Business Purchasing Program (SBPP) Eligibility Requirements and Agreement

Eligibility Requirements

In order to qualify for the SBPP, your company must (1) have its principal place of business in Massachusetts, (2) be organized under registered by the Commonwealth to do business in Massachusetts, (3) be independently owned and operated, (4) be a For-Profit business, (5) have been in business for at least one year, (6) employ a combined total of 50 or fewer Full-Time Equivalents (FTE), (7) have gross revenues of \$7 million or less based on a three-year average, (8) not presently be delinquent or suspended from bidding by the federal government or the Commonwealth.

Agreement

☒ **My business is eligible:**
I, my company wishes to participate in the Small Business Purchasing Program, and I understand and accept that my company must comply with the following program terms or face sanctions including, but not limited to, loss of this SmartBid subscription:

- provide true and accurate program information through this SmartBid account's My Profile features;
- update this SmartBid account's My Profile information to ensure accurate and complete program information;
- provide additional information upon request to support the program eligibility information provided herein; and,
- allow the Commonwealth to audit any of my business' records pertaining to this program.

☐ **My company declines the opportunity to participate in the Small Business Purchasing Program.**

Contact Information

*First Name: John
Middle Name:
*Last Name: Barton
Contact Title: Business Manager
*Address 1: One Main Street
Address 2:
*City: Boston
*State or Province: Massachusetts
Other State or Province:
*Postal Code: 02108
*Country: United States
*Phone: (617) 555-5555
Phone1:
Phone2:
*E-mail: noemail@noemail.com

By selecting the Next Step option below, I affirm under the pains and penalties of perjury that all information provided on this page is true and accurate.

Next Step

Enter your **Company Information** (Federal Tax ID & DUNS Numbers are not visible to the public).

Enter your **Business Information**.

Enter your **Geographical Areas Covered**

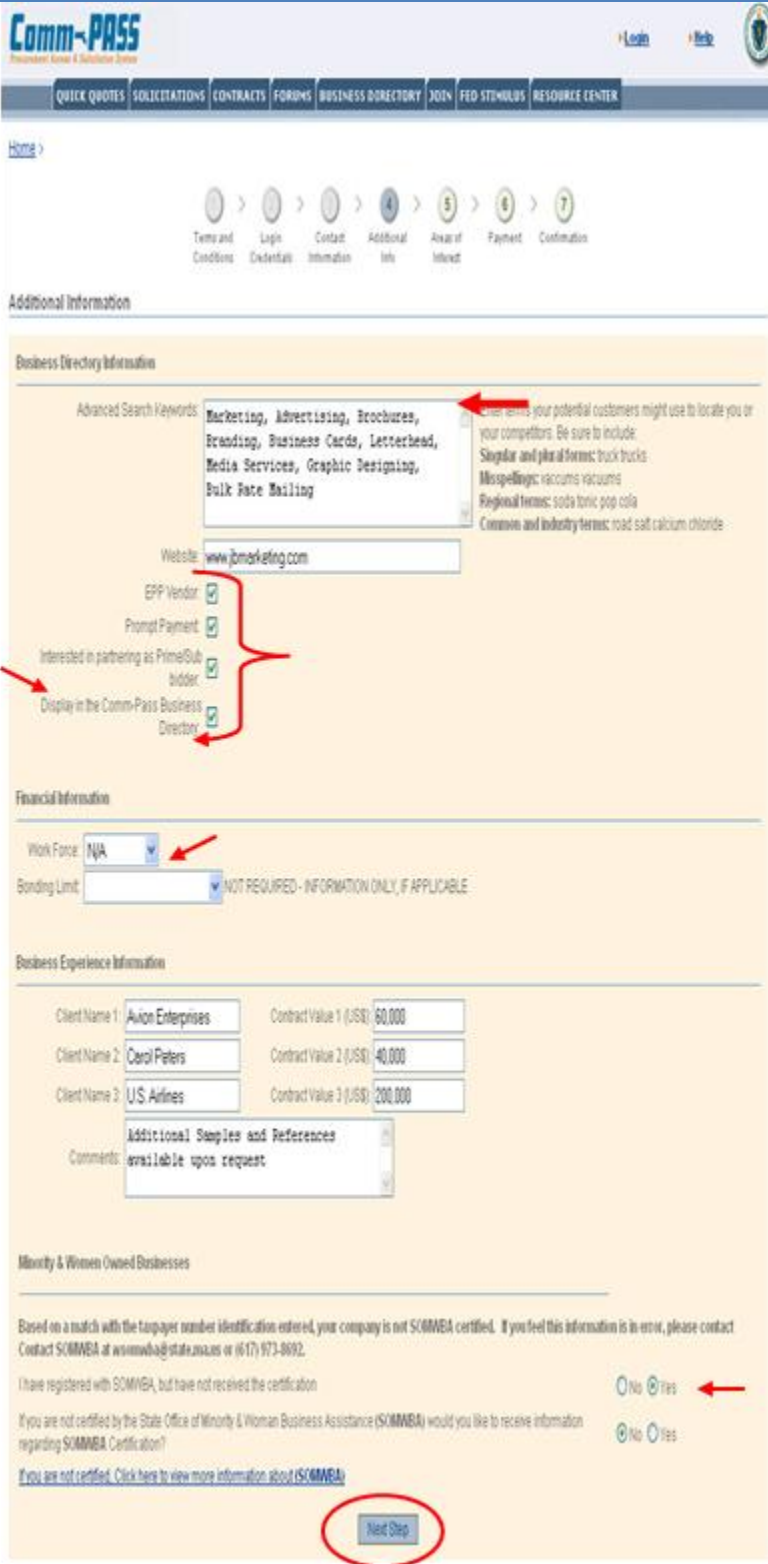
Enter your **Financial Information** (none of the information in this section is publicly displayed, but it is used to determine your SBPP eligibility and to obtain more accurate analysis regarding demographics and program activity)

Commonwealth of Massachusetts Small Business Purchasing Program (SBPP) Requirements and Agreement

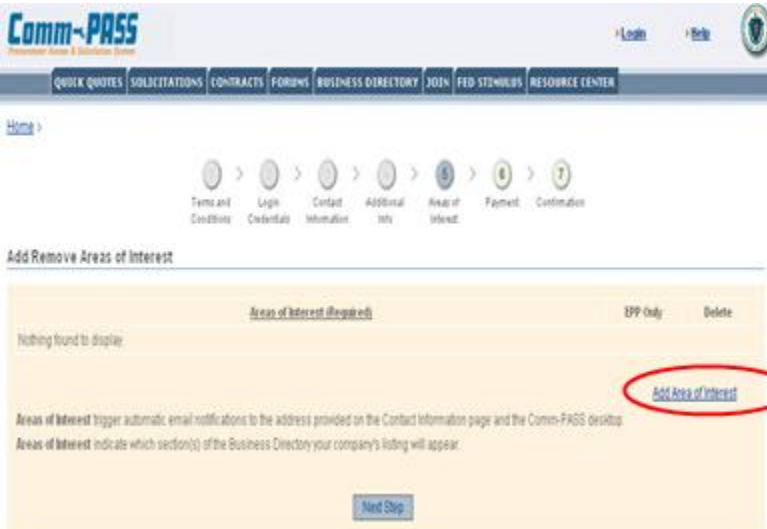
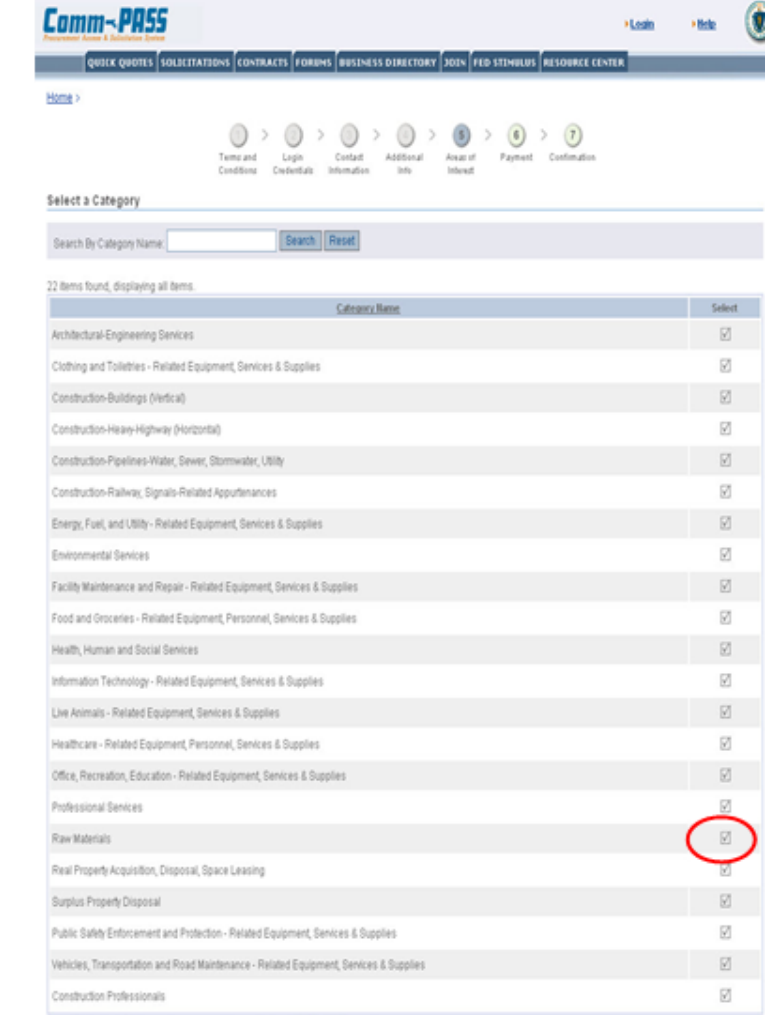
Enter Your Contact Information – This is the information that will automatically default to the Business Directory listing for your company or as the contact information in any online responses.

Select **Next Step**.

Job Aid: How to Subscribe to SmartBid

Step	Screenshot	Directions
6		<p>Business Directory Information - Be sure to provide sufficient details regarding the types of goods or services you provide.</p> <p>Select the appropriate indicators for your business:</p> <p>EPP Vendor – your business provides green friendly products or services.</p> <p>Prompt Payment – your business provides a discount to buyer if paid within a designated time frame.</p> <p>Interested in Partnering as a Prime/Sub bidder – your business is interested in partnering with another business</p> <p>Business Directory – check the box to be added</p> <p>Business Experience Information –list references to demonstrate past business relationships and contract values.</p> <p>Minority & Women Owned Business can declare their Supplier Diversity Office (SDO) certification status by selecting No or Yes. Select Yes if your business is interested in learning more about the certification process for Minority & Women Owned Businesses.</p> <p>Select the Next Step button.</p>

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Step	Screenshot	Directions
7		<p>Select the Add Area of Interest link – trigger automatic email notifications to the address provided on the Contact information page and the Comm-PASS desktop. Area(s) of Interest will also indicate which section(s) of the Business Directory your company's listing will appear. You must select at least one Category/ Subcategory to continue.</p> <p>Select Next Step.</p>
8		<p>Select a Category – helps to match your business to a good or service description. You may have more than one category; however, you must select your subcategories first and return to the Add Area of Interest link to select additional interests.</p> <p>Choose your category by selecting the Checkbox icon in the Select column.</p>



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Step

Screenshot

Directions

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Comm-PASS

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Select a Subcategory

Selected Category: Professional Services [Change Category](#)

Search By Subcategory Name

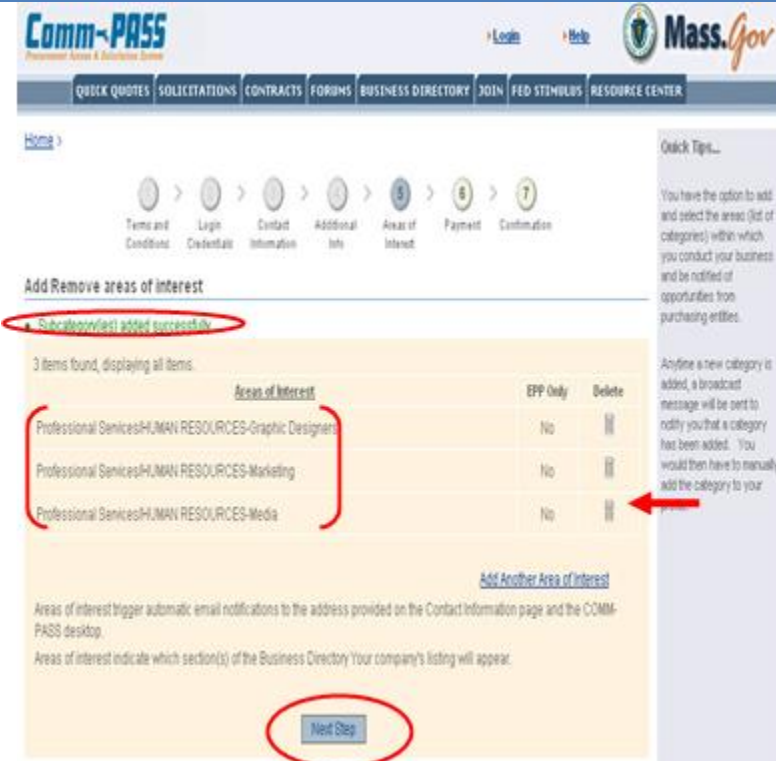
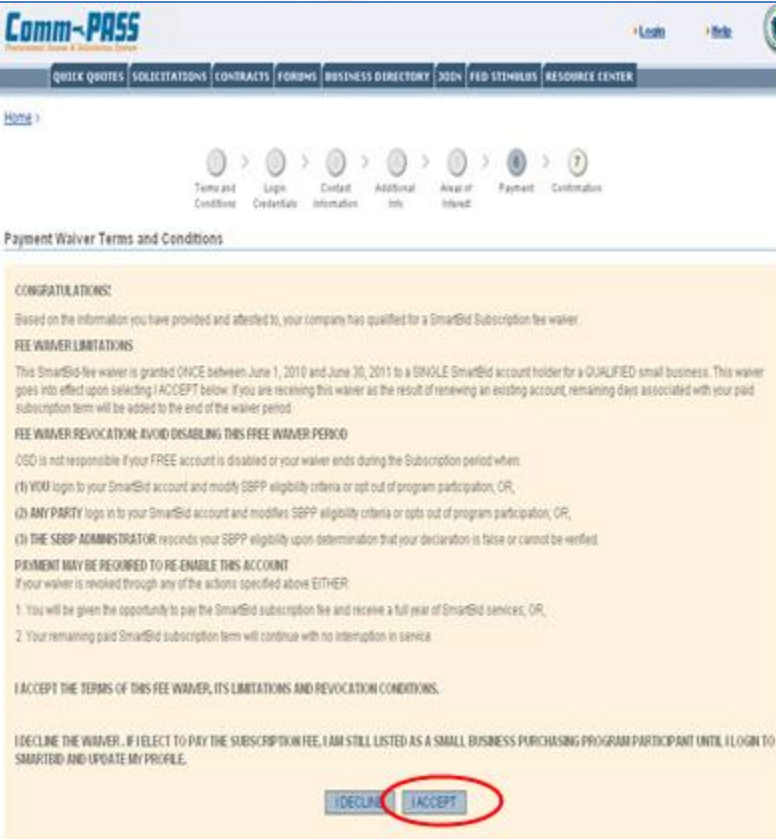
83 Records Found, displaying 1 to 50. (FirstPrev12NextLast)

Select	Subcategory Name	EPP Ind.
<input type="checkbox"/>	OTHER-All Others Not Shown or Combinations	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Accountants	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Actuaries	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Appraisers	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Attorneys	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Auction	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Audit Services-Direct Pay or Contingency Pay	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Investigative	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Bank/Credit/Procurement/Smart Cards for Employee use	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Banking	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Billing Agencies	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Credit Card Payments-Acceptance of Payments from Public	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Debt Collection	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Economists	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Employers/Retirees	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Legalized Gaming	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Lock Boxes	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Statisticians	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Tax Exempt Lease Purchase (TELP)	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-Travel Contracts/Expenses	<input type="checkbox"/>
<input type="checkbox"/>	FINANCIAL-All Other Not Shown or Combinations	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Accreditation	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Actors/Performers/Writers	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Architects	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Artists	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Engineers	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Exam/Test Developers	<input type="checkbox"/>
<input checked="" type="checkbox"/>	HUMAN RESOURCES-Exam Support	<input type="checkbox"/>
<input checked="" type="checkbox"/>	HUMAN RESOURCES-Graphic Designers	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Healthcare Experts	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Honorary Engagements	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Interpreter/Translator-Non-English Speakers	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Interpreter/Translator-Deaf/Hard of Hearing	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Labor Negotiators	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Landscape Architects/Designers	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Library/Archival	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Mail/Wireless	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Management Consultants	<input type="checkbox"/>
<input checked="" type="checkbox"/>	HUMAN RESOURCES-Marketing	<input type="checkbox"/>
<input checked="" type="checkbox"/>	HUMAN RESOURCES-Media	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Mortuary	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Recruitment/Placement Consultants	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Planners	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Program Coordinators	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Religious Service Personnel	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Researchers	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Safety Experts	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Space Planners	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Temporary Help	<input type="checkbox"/>
<input type="checkbox"/>	HUMAN RESOURCES-Tour Guides	<input type="checkbox"/>

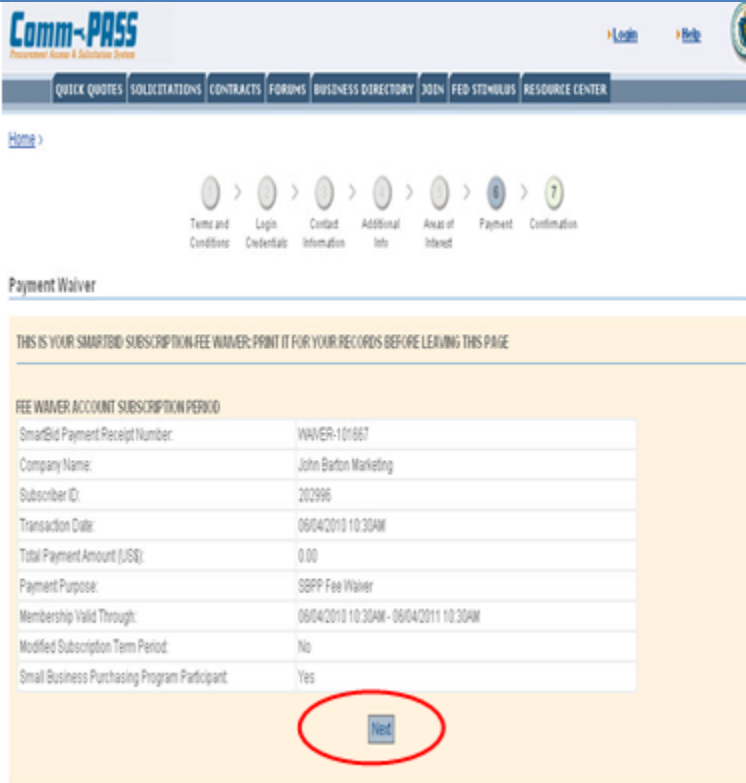
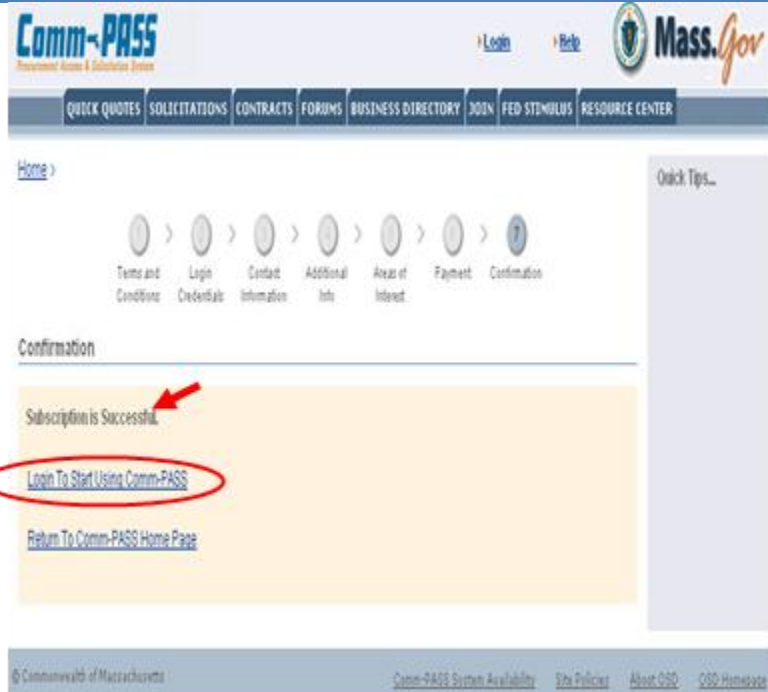
Currently displaying 50 records per page. Change display to 5, 10, 15, 25 records per page.

Select **Subcategories** – you may choose more than one subcategory. Determine which best describe your good or service. After you have selected the Checkbox icon, you can select **Add** at the bottom of the page.

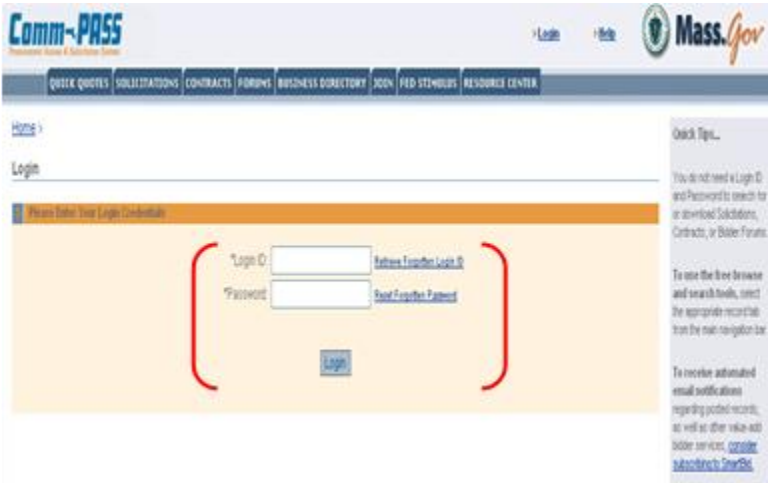
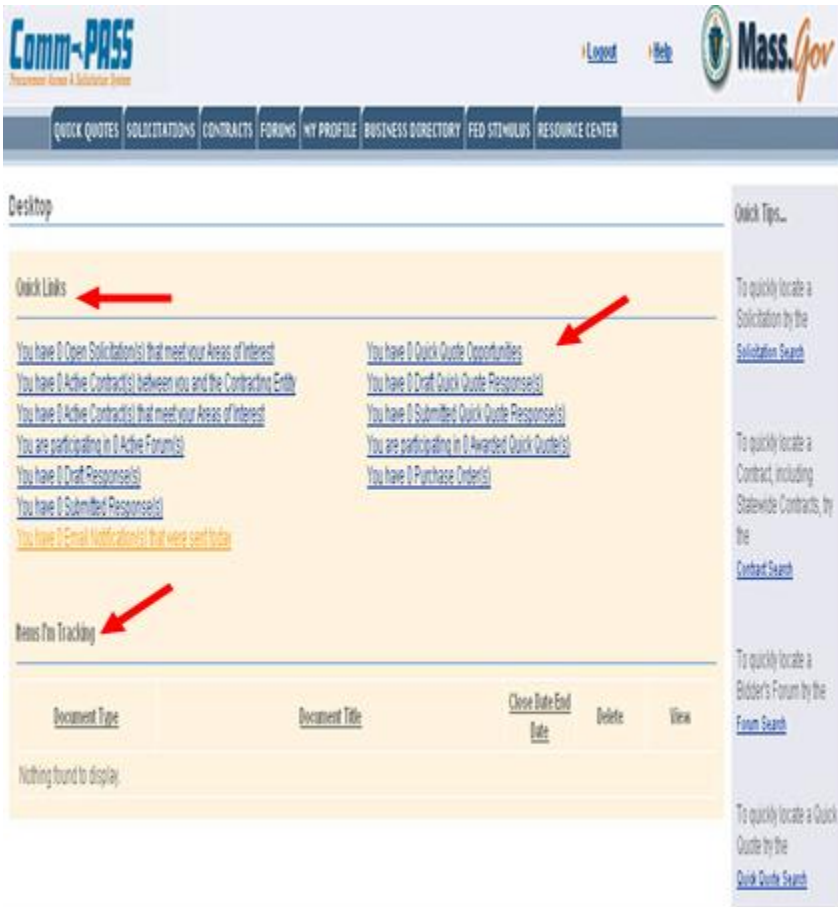
If the good or service is an **Environmentally Preferred Product** you may also select the **EPP** indicator in the right hand corner.

Step	Screenshot	Directions
10		<p>You will notice that your Category and Subcategories are displayed, as well as your EPP indication. You may edit at any time by selecting the Trash Can icon to delete and/or selecting the Add Another Area of Interest link to add.</p> <p>Select Next Step.</p>
11		<p>Based on the information you provided and attested to, you will be presented with an offer to accept the Payment Waiver Terms & Conditions.</p> <p>Select the I ACCEPT button.</p> <p>Your Fee Waiver Period begins. It remains in effect for up to 365 days, unless updated, which disqualifies your business</p> <p>OR</p> <p>The SBPP Administrator determines during an audit of your records that your company is not eligible</p> <p>Select the I ACCEPT button.</p>

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Step	Screenshot	Directions
12		<p>This is proof of your Payment Waiver. It gives you details on your Fee Waiver Account Subscription Period. Print this screen for your records.</p> <p>It is the vendor's responsibility to renew their subscription. Renew Subscription options are available under the My Profile tab.</p> <p>Select the Next button.</p>
13		<p>Your Subscription is now complete.</p> <p>Select the Login to Start Using Comm-PASS link to go to your Desktop.</p>

Job Aid: How to Subscribe to SmartBid

Step	Screenshot	Directions
14		<p>Enter Login ID and Password.</p>
15		<p>Using your Desktop Quick Links – provide you access to opportunities, draft responses, and contracts you may be participating in</p> <p>Quick Links on the right – provide access to Solicitations, Contracts, Forums, and email notifications.</p> <p>Quick Links on the left – provide access to Quick Quote opportunities</p> <p>Note: you may still use the searching feature to find open opportunities for which you may want to respond. See the job aids:</p> <ul style="list-style-type: none"> • <i>How to Search for an Open Solicitation</i> • <i>How to Search for an Open Statewide Contract Solicitation</i> • <i>How to Search for an Open Free Form Quick Quote</i>